

STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF HUMAN RESOURCES

MARK SANFORD, CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

RICHARD ECKSTROM
COMPTROLLER GENERAL



HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

ROBERT W. HARRELL, JR.
CHAIRMAN, WAYS AND MEANS COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

1201 MAIN STREET, SUITE 1000
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors of all Agencies, Departments, Boards, Commissions, and Higher Education Institutions

FROM: Sam Wilkins and Karl McCottry

DATE: July 31, 2003

SUBJECT: HRIS Reporting of Employment of Retired Members of the Police Officers Retirement System (PORS)

South Carolina Code of Laws § 9-11-90(4)(a) allows State agencies to hire retired members of PORS who have been retired for at least fifteen consecutive calendar days without affecting the monthly retirement allowance they are receiving from the system. In order to identify these employees a required field has been created under the Employee Retirement Information section of the Human Resources Information System (HRIS) for permanent, temporary grant, and time limited new hire transactions. The new field is entitled **“POR-RET”** and will require the entry of a Y (yes) or N (no) to indicate if the employee is a PORS retiree. In addition to providing this information for new hires, we are asking you to update the records of any current employees who are retired members of PORS. To update or make a change to a current employee on HRIS use the PEDC (Change Employee Demographics) screen and go to the second page under the Retirement Data you will see POR-RET. Also, we ask that you notify your Information Technology Department of the modifications so that the necessary changes can be made to the batch and tape transfers. The system layout has remained the same.

If you have any questions, please call your HR Consultant at 803-737-0900.

SW:KM